II-02.01 General

The Milestone Program provides a means for scheduling and monitoring the multiple number of prescribed activities required to advance a project to the actual bid opening for a construction contract. The Milestone Program indicates the inter-relationship of activities and establishes a time schedule that will permit the accomplishment of projected completion dates. The Planning and Programming Division is responsible for managing the Milestone Program. County projects and smaller District projects are not normally tracked in the Milestone Program.

Projected end dates for the various activities are established by the Milestone Committee, made up of representatives from Design, Bridge, Materials and Research, Local Government, and Planning and Programming divisions. A meeting is held when one of the divisions involved wishes to adjust the time frame for an activity. Projected end dates for the various activities are set after considering workloads, available personnel, and the already-established bid opening date. After the meeting, these dates are entered on Milestone coding forms by Planning and Programming personnel. The completed coding forms are transmitted to the Office of Transportation Programs administration assistant for entry into the system.

The Milestone Program may be accessed using the mainframe "RIMS#HP" computer system. The instructions for using the mainframe system are published in the Project Master Milestone Training Manual developed by the Planning and Programming Division.

II-02.02 Summary of Milestone Activities/Tasks

The following is a brief description of the Milestone Activities along with their abbreviations in parentheses. It is the intent of this section to identify the general preliminary engineering activities and responsible divisions beginning with project inception and ending with the project bid opening. It is not meant to imply each activity is necessary on each project, nor will the projected completion dates follow the order as presented here. Activities are major work items, while tasks are work items necessary to complete an activity. Appendix II-02 A provides a listing of the milestone activities, abbreviations, and responsible division.

Unless otherwise stated in the activity descriptions, the milestone actual end date represents the completion and submittal of the milestone activity.

1. Citizen Advisory Committee Meeting (ACACM). This work is identified in Section II-04.05 of the Design Manual. Citizen advisory groups are established on complex projects to obtain early public involvement and input on the project. The citizen advisory groups may be comprised of adjacent property owners, business people, the general public, or special interests, as appropriate for the project. Normally, the first meetings with the group are held before the

completion of the detailed engineering studies and continue throughout the project development process. The designer or PCR author will conduct citizen advisory meetings to provide review and comment of project development activities; prepare informational handouts and exhibits, as necessary; prepare and distribute written summary of comments received; and prepare and distribute project newsletter to participants, as necessary.

The milestone actual end date represents the date of the first Citizen Advisory Committee Meeting.

2. Additional Survey (ADSVY). If a survey is completed and the project is not designed and/or let to contract for a number of years, additional survey information may be needed to update the existing survey. A survey would be done to pick up the additional data and this information is transmitted by the Surveys and Photogrammetry Section of Design to the Records Management Section of the Information Technology Division.

   The milestone actual end date represents the date that the additional survey information has been transmitted to the Records Management Section of the Information Technology Division.

3. Airport Clearance (AIRCL). This work is identified in Section III-17 of the Design Manual. The Design Division - Traffic Section, Utilities Engineer will coordinate the survey and prepare an FAA airport clearance permit (Notice of Proposed Construction or Alteration). The designer should begin coordinating with the Utilities Engineer after the project concept report approval, and on an on-going basis as the preliminary roadway design becomes available.

   The milestone actual end date represents the date that the Airport Clearance Permit has been obtained.

4. Arial Survey (ARIAL) and Ground Survey (GRND). This work is identified in the Design Division - Survey Manual. The ground and aerial survey consists of identifying or reestablishing public land survey corners, horizontal and vertical control, topography, utilities, signing, and hydraulic data. These surveys are normally completed by the Survey and Photogrammetry Section of Design or consultants. The districts may be requested to set aerial targets and perform small ground surveys. 90-1 surveys are identified in chapter 18 of the Survey Manual. The survey is used to complete the safety review and the results are incorporated in the project concept report and project plan sheets. These surveys are normally completed by the districts. After completing the survey, the district submits the survey data to the Survey and Photogrammetry Section.

   The milestone actual end date represents the date that the Ground/Aerial Survey information has been transmitted.

5. AV Presentation (AVPRE). The Information Technology Division - Multi Media Section will provide an audiovisual presentation for the public hearing. The NDDOT - Public and Employee Affairs Officer will prepare the script for the presentation. The designer or PCR author will provide the necessary project information and coordinate this work activity to ensure completion of the presentation for the public hearing.

   The milestone actual end date represents the date that the Information Technology Division completes and delivers the AV presentation to the PCR author.

6. Borrow Quantities To R/W (BOR). This work is identified in Section III-04.02 of the Design Manual. The designer will provide Design Division – Right of Way Section or its consultant with estimated borrow quantities for the purpose of locating and obtaining the necessary project borrow.

   The milestone actual end date represents the date that the Borrow quantities have been submitted to Design Division – Right of Way Section or its consultant.

7. Bridge Design (BRDES). This work is identified in Section IV of the Design Manual. The Bridge Division will provide bridge and box culvert design.

   The milestone actual end date represents the date that the bridge designer has completed the calculations and turned them over to the drafter for detailing.

8. Bridge Preliminary Concept (BRGPC). This work is identified in Section II-03.09 and Section IV.01 of the Design Manual. The Bridge Division will prepare bridge preliminary concepts documenting the bridge number, description, condition, supporting data, and proposed improvements or recommendations for the bridges and box culverts within the proposed project limits. The bridge preliminary concept information is summarized in the project concept report. The bridge preliminary concepts are usually completed after the field review.

   The milestone actual end date represents the date that the Bridge Preliminary Concept has been completed and distributed.

9. Bridge Plan Preparation (BRGPP). This work is identified in Section IV of the Design Manual. The Bridge Division will provide bridge and box culvert plan preparation.

   The milestone actual end date represents the date that the Bridge Plans are ready for PS&E.

10. Hydraulics (BRHYD). This work is identified in Section V of the Design Manual. The Bridge Division will perform a hydraulic analysis and report at the bridge and box culvert locations that require replacement. After the completion of the hydraulic report, the Bridge Division will conduct a Type, Size, and Location (TS& L) field review and prepare and distribute a written summary.

    The milestone actual end date represents the date that the hydraulics analysis and report is completed.

11. Bridge Soil Borings (BSB). This work is identified in Section II-03.06.04 of the Design Manual. The Materials and Research Division will provide bridge soil borings and analysis and design recommendations for bridge piling and foundation design, embankment consolidation, and slope stability problems which may affect bridge design and construction.

    The milestone actual end date represents the date that the Bridge Soil Boring have been submitted to the bridge designer.

12. Concept Approval (CAPRL). This work is identified in Section II-06 of the Design Manual.

    This milestone actual end date represents the approval of the executive summary and project concept report by NDDOT - Deputy Director for Engineering. The approved executive summary and project concept are then submitted by NDDOT to FHWA on this date. Project decisions may require advancement to a public hearing prior to completing environmental documentation.

13. Categorical Exclusion (CATEX). This work is identified in Section II-05 of the Design Manual. These are projects that do not individually or cumulatively have a significant environmental effect and do not require an EA or EIS. A listing of projects that normally fall into this category is contained in 23 CFR 771.117, paragraphs (c) and (d). The designer or PCR author in conjunction with the Engineering and Environmental Section will prepare the CATEX in accordance with FHWA and NDDOT guidance material and submit to FHWA for approval.

    The milestone actual end date represents the date that the CATEX has been approved by FHWA.

14. Conditional Categorical Exclusion (CCATX). This activity will be added by the environmental document author when a categorical exclusion (catex) is received which has conditions included in the catex authorization. The condition should be included in the remarks area of the milestone activity.

The milestone actual end date represents the date upon which the condition in the catex is satisfied.

15. Section 404 Permit (CE404). This work is identified in Section II-05.05.06 of the Design Manual. Section 404 of the Clean Water Act authorizes the U.S. Army Corps of Engineers to issue permits for the discharge of dredged or fill material into waters of the United States, including wetlands. If any construction activities such as slope flattening, culvert extension, widening, etc., encroaches into a wetland, the designer should coordinate the need for a 404 permit with the Design Division - Engineering and Environmental Section. The Engineering and Environmental Section will prepare a Section 404 Permit and documentation and obtain Army Corps of Engineers approval.

    The Section 404 Permit must be obtained prior to the plan completion date. If the project scope of work changes from that originally proposed in the project milestone, the designer should advise and discuss the proposed changes with the Engineering and Environmental Section.

    The milestone actual end date represents the date that the Section 404 permit approval is received from the Army Corp of Engineers.

16. Coast Guard Permit (CGP). This work is identified in Section II-05.05.09 of the Design Manual. A Coast Guard Permit is needed when any bridge, dam, dike, or causeway over or in any port, roadstead, haven, harbor, canal, navigable river, or other navigable water of the United States. Navigable streams and waters include waters that were navigable at the time of statehood including the Missouri River, Yellowstone River, Red River north of Wahpeton to the Canadian border, James River, Upper Des Lacs Lake, and Devils Lake.

    The milestone actual end date represents the date that the Coast Guard Permit has been obtained.

17. Cost Maintenance Agreement (CMAGR). This work is identified in Section II-03.13 and Section IV-03 of the Design Manual. The Planning and Programming Division or Local Government Division will provide a Cost Maintenance Agreement with the Municipalities. The Bridge Division will provide a Cost Maintenance Agreement with the Railroad on railroad bridges. This agreement states the maintenance responsibilities and cost participation responsibilities of the municipality.

    The milestone actual end date represents the date that the Agreement has been signed by all parties involved.

18. District To Get Core Sample (CORE). The appropriate district obtains existing pavement core samples for the milestone core analysis.

    The milestone actual end date represents the date that Core Samples have been taken and sent into the central lab.

19. Preconstruction Cost History (COSHI). This activity tracks the dates and estimated construction and construction engineering costs at different stages of preconstruction. The stages include the cost estimate determined at the time a project is put on the bid opening schedule; the cost estimate determined in the Project Concept Report; the final engineer's cost estimate prior to the bid opening; and the contractor's estimated bid. This information is entered by the Programming Section of the Planning and Programming Division.

    The milestone actual end date represents the date of the scheduled bid opening for the project.

20. Decision Document (DECD). The Decision Document is prepared after the original environmental document has been signed. It requests decisions on additional questions/concerns that have arose during the design phase. The environmental document author or designer prepares the Decision Document and distributes it to the Offices, Engineering Divisions, Districts, FHWA, and other interested parties for review and comment. The author or designer then revises the document and submits it to the Office of Project Development and Deputy Director for Engineering for approval and decisions.

    The Decision Document usually consists of a cover sheet, table of contents, introduction (background), proposed improvements, comments, decisions, and an appendix if needed.

    The milestone actual end date represents the date of the completion and FHWA approval of the decisions.

21. Draft EIS (DEIS). Draft Environmental Impact Statement. This work is identified in Section II-05.01.02 of the Design Manual. These are projects which may significantly effect the environment and require an EIS. The DEIS is prepared in accordance with FHWA Technical Advisory Guidance Material. The DEIS normally consists of a cover sheet, summary, table of contents, purpose and need for action, alternates, affected environment, environmental consequences or impacts, list of preparers, list of DEIS distribution, comments and coordination, index, appendices, and Section 4(f) and 6(f) evaluations. The designer or PCR author in conjunction with the Engineering and Environmental Section will revise the PCR to a DEIS format.

The milestone actual end date represents the date that the Draft EIS is sent to FHWA for review.

22. Draft Environmental Assessment (DRTEA). This activity will be added to milestone when an Environmental Assessment will be authored for a project. Prior to finalization of the EA, it will be circulated for a 30-day comment period to those listed as reviewers for the document.

    The milestone actual end date represents the date that which the EA author circulates the draft.

23. Environmental Assessment (EA). This work is identified in Section II-05.03 of the Design Manual. These are projects in which the significance of the environmental impacts are not clearly established and require an EA to determine the necessary environmental documentation. The designer or PCR author in conjunction with the Engineering and Environmental Section will revise the PCR to an EA format. The EA is prepared in accordance with FHWA Technical Advisory Guidance Material. The EA normally consist of a cover sheet, table of contents, purpose and need for action, alternatives, impacts, comments and coordination, appendices and Section 4(f) and 6(f) evaluations. The EA shall be revised as required following agency and public involvement and department review.

    The milestone actual end date represents the date that the EA is sent to FHWA for review.

24. Field Review (FDRVW). This work is identified in Section II-03.07 of the Design Manual. The designer or PCR author will conduct a project field review with representatives from the District, Design, Materials & Research, Bridge, Maintenance and Engineering (to conduct a check list of ITS possible components), FHWA, Municipality, and others as required. The designer or PCR author will prepare preliminary project information and conduct a field review to determine the range of possible alternatives and proposed improvements; prepare and distribute written summary to meeting participants and districts/divisions.

    The field review team will meet as necessary to identify and resolve special issues, review project concepts, and provide guidance as required.

    The milestone actual end date represents the date that the Field Review is held. If it agreed that no Field Review is needed than that date should be entered and a note made in mainframe.

25. Final EIS (FEIS). Final Environmental Impact Statement. This work is identified in Section II-05.01.03 of the Design Manual. The FEIS is prepared following the circulation of the DEIS for public and agency comments, and public hearing. The FEIS normally consists of reference or revision of DEIS, selection of preferred alternates and basis of decisions, selection of mitigation and enhancement measures, environmental findings, results of coordination, summary

of agency and public comments received on DEIS and department responses, final Section 4(f) and 6(f) findings. The designer or PCR author in conjunction with the Engineering and Environmental Section will prepare a FEIS in accordance with FHWA Technical Advisory Guidance Material.

The milestone actual end date represents the date that the FEIS is completed.

26. FONSI (FONSI). Finding of No Significant Impact. This work is identified in Section II-05.03.01 of the Design Manual. The FONSI summarizes the selected project alternative and mitigation measures and is completed for projects that require an EA. The FONSI normally consists of a cover sheet, summary of selected alternates, summary of environmental commitments, summary of agency and public comments received on EA and department responses, and a request that a finding of no significant impact be made. The designer or PCR author in conjunction with the Engineering and Environmental Section will prepare a FONSI in accordance with FHWA Technical Advisory Guidance Material.

    The milestone actual end date represents the date that the FONSI has been approved by FHWA.

27. Flood Plain Permit (FPPRM). This work is identified in Section II-05.05.07 of the Design Manual. Projects that involve flood plains must be coordinated with the North Dakota State Water Commission and possibly the Federal Emergency Management Agency (FEMA). The Design Division – Engineering and Environmental Section will prepare a Flood Plain Permit and documentation and obtain approval. If the project scope of work changes from that originally proposed in the project PCR, the designer should advise and discuss the proposed changes with the Engineering and Environmental Section.

    The milestone actual end date represents the date that the Flood Plain Permit has been obtained. The flood plain permit must be obtained prior to the plan completion date.

28. Falling Weight Deflectometer (FWD). The Materials and Research Division provides falling weight deflectometer data and analysis. This information is used to develop surface thickness recommendations and for the identification of subcut areas.

    The milestone actual end date represents the date that the Falling Weight Deflectometer data has been collected and the analysis is complete.

29. Gravel Prospecting (GRAVL). The Materials and Research Division will provide gravel prospecting for surfacing materials and provide pit plats for inclusion into the plan sheets.

The milestone actual end date represents the date that the pit plats have been completed and distributed to the project designer.

30. Ground Survey (GRND). Under Aerial Survey.

31. HBP Mix Recommendations (HBPR). This work is identified in Section II-03.06.03 of the Design Manual. The Materials and Research Division will provide recommendations for HBP aggregate classification, compaction requirements and specifications, asphalt cement classification, and asphalt cement percentage.

    The milestone actual end date represents the date that the HBP Mix Recommendation has been distributed to the PCR author.

32. Interagency Negotiated Timeframe (IANTF). This activity is added on high level environmental documents; Environmental Assessments (EA) and Environmental Impact Statements (EIS). Immediately upon notification to FHWA that an EA or EIS will be necessary for the project, the environmental document author will add the activity and set up timeframes which place estimated times for completion on primary steps in the environmental review process. The list of activities and dates will then be sent to outside agencies who have been determined to be primary reviewers on the document. The agencies to which the activities and dates will be sent will be selected based on the nature of the project, and in conjunction with FHWA. The agencies will be asked for their review and concurrence on the dates.

    The milestone actual end date represents the date that the concurrence of the activity dates is reached with the agencies solicited.

33. Interstate Access Revision Permit (IARP). This is required whenever the NDDOT proposes to revise or add an access to interstate. This activity should be added as soon as it is known that an alternative under consideration for a project may revise or add an interstate access. The permit application is submitted to FHWA. FHWA approval of the environmental document will be taken as a preliminary approval of the concept of revising or adding interstate access.

    The project designer will apply for the permit as early as possible in the design of the project. Once all information necessary to apply for the permit has been obtained by the designer, the designer will immediately apply for the permit with FHWA.

    The milestone actual end date represents the date that issuance of the permit by FHWA is granted.

34. Linear Soil Survey (LSS). This work is identified in Section II-03.06.02 of the Design Manual. The Materials and Research Division will provide Linear Soil Survey Report and Recommendations. The report identifies soil classifications, properties, moisture contents, and design recommendations. The design recommendations generally address subcuts, scarification, compaction, backfill materials, slopes, geotextile fabrics, etc.

    The milestone actual end date represents the date that the Linear Soil Survey Report has been completed and distributed to the PCR author.

35. Management Presentation (MGTPR). This activity is for management review and guidance for the development of the project concept report. This work is identified in Section II-03.08 of the Design Manual.

    The milestone actual end date represents the date that the management review and guidance meeting was held.

36. Milestone Committee Review (MICOM). All projects that are milestoned should have this activity.

    The milestone actual end date represents the date that the milestone team assigns the milestone activities and projected completion dates. If the project is remilestoned, the 2nd date is entered into the end date and the date of the first meeting is entered as a comment in the remark section.

37. Prepare Notice of Intent (NOI). This work is identified in Section II-05.01.01 of the Design Manual. When a proposed project requires an Environmental Impact Statement (EIS), a NOI is prepared for publication in the Federal Register. The NOI initiates the EIS process and summarizes the proposed project and scoping process. The format and content of the NOI are specific and must be strictly adhered to as provided in the FHWA Technical Advisory Guidance Material. The designer or PCR author in conjunction with the Engineering and Environmental Section will prepare a NOI in accordance with FHWA Technical Advisory Guidance Material.

    The milestone actual end date represents the date that the NOI is submitted to FHWA.

38. Noise Analysis (NOISA). A traffic noise analysis will be conducted for a proposed project for the construction of a highway on new location or the physical alteration of an existing highway, which significantly changes either the horizontal or vertical alignment or increases the number of through-traffic lanes. These can include projects such as urban street reconstruction, rural and urban construction on new alignment, lane addition projects, new construction on urban freeways, or construction of new freeways. Prediction of traffic noise will be made twenty

years into the future based on projected traffic volumes and posted speed limit upon completion.

The milestone actual end date represents the date that the noise analysis is complete.

39. Opportunity For Public Hearing (OPPHR). This work is identified in Section II-04.03.01 of the Design Manual. Used when a proposed project is required to have a public hearing but public interest in the proposed project is limited and not controversial. This tool can be used to skip a Public Hearing but can be complicated and lengthen the project development process if used incorrectly.

    The milestone actual end date represents the date at the end of the two consecutive weeks in which the notice of opportunity for a hearing is published in one or more newspapers having general circulation in the area of the project.

40. Milestone Core Analysis (PACOR). The Materials and Research Division provides analysis on existing pavement core samples for the development of surface thickness recommendations.

    The milestone actual end date represents the date that the cores have been submitted by the district and Material and Research's analysis of the cores is complete.

41. Project Concept Report (PCR). This work is identified in Section II-05.04 of the Design Manual. The designer or PCR author will coordinate the development of the PCR. The PCR should discuss: purpose and need (existing geometrics, functional classification, traffic, structures, capacity, existing right of way, crashes etc.); proposed improvements (existing deficiencies, standards, department policy, funding constraints, lighting, access control, airport clearance); alternatives (alternative alignments, improvement types, etc.); impacts (FHWA Technical Advisory Guidance Material, 4(f) and 6(f) involvement); comments and coordination (solicitation of views, public input, etc). The thoroughness and details of the PCR will be dependant upon the extent and nature of the proposed highway improvement. The type and location of the proposed highway improvement will be as indicated by the NDDOT - Statewide Transportation Improvement Program (STIP) which can be found on the web at www.state.nd.us/dot/manuals.html.

    The designer or PCR author will prepare a draft executive summary. The draft executive summary includes: a brief summary of project location and existing conditions, a summary of proposed improvements, alternatives, and estimated costs, and a summary of the proposed project decisions.

The draft executive summary and PCR are then distributed to the Offices, Engineering Divisions, Districts, FHWA, and other interested parties for review and comment.

The designer or PCR author will prepare a final executive summary with responses to comments received, and revise the PCR as necessary. The Executive Summary and PCR are then submitted, to the Office of Project Development and Deputy Director for Engineering, for approval and decisions.

The milestone actual end date represents the submittal date of the Executive Summary and PCR to the Office of Project Development and the Deputy Director for Engineering for approval and decisions.

42. Project Concept Report Amendment (PCRA). This work is identified in Section II-06.05 of the Design Manual. This is only used after a concept report has been approved by FHWA, the report has been sent to FHWA for final approval or if final distribution of the concept report has been completed.

This milestone actual end date represents the approval of executive summary, project concept report addendum, and environmental documentation by Deputy Director of Engineering or appropriate NDDOT administration.

43. Plan Delivery To Design Div (PDDD). This is when consultants working on NDDOT plans submit the completed set of plans to the Design Division.

The milestone actual end date represents the date that the completed set of plans is submitted to the Design Division.

44. Assign Project Designer (PDSGR). This activity is a tracking device for who is responsible for the project concept report, roadway or bridge design, traffic control design, and technical support.

This milestone actual end date represents the date that the activities have been assigned.

45. Preliminary Engineering (PE) Agreement (PEAGR). This work is identified in Section II-03.13 of the Design Manual. The Planning and Programming Division or Local Government Division will provide a Preliminary Engineering Agreement with the Municipalities. This non-binding agreement states what portions of the project the municipality is responsible for and their approximate participation cost.

The milestone actual end date represents the date that the Preliminary Engineering Agreement has been signed by all parties involved.

46. Preliminary Engineering (PE) Agreement 2 (PEAG2). This work is identified in Section II-03.13 of the Design Manual. The Planning and Programming Division or Local Government Division will provide a Preliminary Engineering Agreement with the Municipalities. This agreement states that if the city should unilaterally and voluntarily terminate this agreement by whatever means or action, it should reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

    The milestone actual end date represents the date that the Preliminary Engineering Agreement 2 has been signed by all parties involved.

47. 404 Permit Application To Environmental (PERAE). This activity requires that non-NDDOT entities working on NDDOT projects submit a completed 404 Permit application to the Design Division – Engineering and Environmental Section. This ensures that the completed permit application can be reviewed and processed by the Engineering and Environmental Section so that the 404 Permit can be obtained prior to the plans completion date. Upon review and acceptance of the 404 Permit application to the US Army Corps of Engineers, the requirements and forms necessary to properly submit a 404 Permit application can be obtained from the US Army Corps of Engineers at:

    US Army Corps Of Engineers
    1513 South 12th Street
    Bismarck, ND 58504
    (701) 255-0015

    The information can also be obtained by accessing the internet at:

    http://www.nwo.usace.army.mil/html/od-rnd/ndhome.htm

    The milestone actual end date represents the date that a completed 404 Permit application has been submitted to the Design Division – Engineering and Environmental Section.

48. 404 Permit Information to Environmental (PERIE). This activity requires that the designer submit the project wetland impact information to Design Division – Engineering and Environmental Section. This ensures that the information is acquired by the Design Division – Engineering and Environmental Section so that the 404 Permit can be obtained prior to the plans completion date. Upon receipt of the information the Engineering and Environmental Section will proceed with the 404 Permit application. The information needed from the designer is

identified in the design manual under Section II-05.05.06 – information required to process a 404 Permit.

The milestone actual end date represents the date that all impact information has been submitted to the Design Division – Engineering and Environmental Section.

49. Post Hearing Meeting (PHRM). This work is identified in Section II-04.03.06 of the Design Manual. The designer or PCR author will conduct a post public hearing meeting to review the proposed project, transcript of public hearing, and to determine project recommendations. The meeting consists of all federal, state, and local officials involved in the project. After the meeting, the "Summation of Public Hearing and Project Decisions" document for management decisions is prepared.

    The milestone actual end date represents the date that the meeting is held.

50. Public Input Meeting (PIMTG). This work is identified in Section II-04.02 of the Design Manual. Public input meetings provide an early opportunity for the public and other agencies to comment on the need for the project, discuss and suggest project alternatives, and identify areas of concern. The designer or PCR author will coordinate meeting location and time, advertise meeting, prepare informational handouts and exhibits, conduct public input meeting, and prepare and distribute written summary of comments received.

    The meeting advertisement should be reviewed and approved by the NDDOT - Public and Employees Affairs Officer or can be found on the web at www.state.nd.us/dot/designmanual.html under Design Manual Reference & Forms. The designer or PCR author will be responsible for obtaining a meeting room and for inviting all participants to the meetings.

    The milestone actual end date represents the date that the Public Input Meeting is held.

51. District Plans Complete And Sent To P&P (PLANA). When districts have completed a set of plans, they submit the plans to the Consultant Administration Section (CAS). CAS then submits the plans to the Planning and Programming Division.

    The milestone actual end date represents the date that CAS submits the completed plans to Planning and Programming.

52. Plan Completion Date (PLCD). The designer will submit the original plan sheets and cost estimate to the Planning and Programming Division - Programming Section, on or before this date. Any changes to the original plans after this submittal must be coordinated with the

Programming Section as provided in Section I-11 of the Design Manual. Any changes to the original plans occurring two weeks after the plan completion date must also be coordinated with FHWA for notification and approval.

The milestone actual end date represents the date that the Plans have been turned into the Planning and Programming Division – Programming Section.

53. Pavement Condition Information (PMS). This work is identified in Section II-03.04 of the Design Manual. The Planning and Programming Division - Pavement Management Section provides a historical summary of the pavement condition and maintenance costs for the proposed project. Pavement conditions are obtained from Pavement Management data and may include information about pavement distress and ride. The pavement condition information is summarized in the project concept report and is used to evaluate the appropriate scope of work and proposed project improvements.

The milestone actual end date represents the date that the Pavement Condition Information has been obtained and the information has been distributed.

54. Plans In Hand Field Inspection (PSE). This work is identified in Section I-10.03 of the Design Manual. The designer will conduct PS&E Plan Review and complete necessary plan revisions.

The milestone actual end date represents the date that the PS&E was conducted.

55. Public Hearing (PUBHR). This work is identified in Section II-04.03 of the Design Manual. Public hearing meetings provide an opportunity for the public and other agencies to comment on the proposed improvements identified in the PCR, Environmental Assessment, or Environmental Impact Statement, and to discuss and comment on the social, economic, environmental, or other areas of concern regarding the project. The designer or PCR author will coordinate meeting location and time; advertise meeting; prepare informational handouts and exhibits; provide project information for AV presentation; conduct public hearing meeting on the project concept report; and prepare and distribute "Public Hearing Transcript" and "Summation of Public Hearing and Project Decisions" document of comments received and recommendations.

The meeting advertisement should be reviewed and approved by the NDDOT - Public and Employees Affairs Officer or can be found on the web at www.state.nd.us/dot/designmanual.html under Design Manual Reference & Forms. The designer or PCR author will be responsible for obtaining a meeting room and for inviting all participants to the meetings.

The milestone actual end date represents the date that the Public Hearing is held.

56. Public Information Meeting (PUBIM). This work is identified in Section II-04.04 of the Design Manual. Public Information meetings provide a early opportunity to inform the public and other agencies of the project proposal, not to receive input from the public. The designer or PCR author will coordinate meeting location and time, advertise meeting, prepare informational handouts and exhibits, and conduct public information meeting.

    The meeting advertisement should be reviewed and approved by the NDDOT - Public and Employees Affairs Officer or can be found on the web at www.state.nd.us/dot/designmanual.html under Design Manual Reference & Forms. The designer or PCR author will be responsible for obtaining a meeting room and for inviting all participants to the meetings.

    The milestone actual end date represents the date that the Public Information Meeting is held.

57. Pavement Design (PVMTD). This work is identified in Section II-03.06 of the Design Manual. The Materials and Research Division provides HBP pavement, PCC pavement, and aggregate base thickness recommendations. This information is included in the project concept report and is used to develop the appropriate scope of work and proposed project improvements.

    The milestone actual end date represents the date that the surface information has been obtained and the information has been distributed.

58. Record Of Decision (ROD). This work is identified in Section II-05.01.04 of the Design Manual. The ROD summarizes the selected project alternative and mitigation measures and is completed for projects that require an EIS. The ROD normally consists of a cover sheet, summary of selected alternates and basis of decision, summary of alternatives considered and basis of decision, summary of Section 4(f) and 6(f) basis of decision, summary of measures to minimize harm and environmental commitments, summary of monitoring and enforcement program, summary of agency and public comments received on EA and department responses, and a signature block. The designer or PCR author in conjunction with the Engineering and Environmental Section will prepare a draft ROD in accordance with FHWA Technical Advisory Guidance Material and will submit it to FHWA for comment and finalization.

    The milestone actual end date represents the date that the ROD has been approved by FHWA.

59. Design Right Of Way Limits (ROWL). This work is identified in Section III-01.02.03 of the Design Manual. The designer will provide Design Division – Right of Way Section with permanent and temporary right of way limits and construction easements for the purpose of obtaining of title preliminaries and pencil abstracts, and preparation of right of way plats.

The milestone actual end date represents the date that the Design Right of Way Limits are transmitted to Right of Way Section.

60. Railroad Agreement Bridge (RRABR). This work is identified in Section III-01.02.09 and Section IV.03 of the Design Manual. The Bridge Division will provide a railroad agreement for projects that involve railroad structures. The provisions of the agreement are typically incorporated into the project's plans with a special provision.

    The milestone actual end date represents the date that the railroad agreement is signed by the associated railroad company.

61. Railroad Crossing Application (RRCRA). See Section II-03.12 of the Design Manual. The Planning and Programming Division will coordinate and obtain railroad crossing permits. The designer should advise and discuss the railroad crossing with the Planning and Programming Division - Railroad Programs Section. The designer should begin coordinating with the Railroad Programs Section after the project concept report approval and on an on-going basis as the preliminary roadway design becomes available.

    The milestone actual end date represents the date that the applications have been completed and submitted to the Design Division with a copy going to the Planning and Programming Division.

62. Abstracts/Title Information (RWABS). This work is identified in Section V of the Right of Way Manual. The Design Division – Right of Way Section will obtain title preliminaries from NDDOT's title insurance company upon receipt of the permanent and temporary right of way limits from the designer. Pencil abstracts will be obtained on temporary parcels where permanent right of way is not needed.

    The milestone actual end date represents the date that the last Abstract/Title is received by the Right of Way Section.

63. Acquisition (RWACQ). This work is identified in Section III of the Right of Way Manual. The Design Division – Right of Way Section, or its consultant, will commence with the negotiation and acquisition of the right of way after authorization to proceed from FHWA.

    Negotiations shall be conducted, complete with documentation (negotiation worksheet, reports, offers, etc.) Any increases or deviations from approved appraisal value shall be justified and submitted to the Right of Way Section for final acceptance. Any deviations from the approved appraisals will require advance approval of the Right of Way Section. If required, include cost

estimates for hazardous material clean-up and disposal. The negotiated parcel files should be submitted to the Right of Way Section as soon as the paperwork has been completed.

Cost principles and allowable costs are covered under Title 48 CFR Part 31, and procurement procedures are covered under Title 49 CFR Part 18.

The Right of Way Section shall be notified if any condemnation action will be necessary. Those parcel files to be condemned shall be submitted to the Right of Way Section ten weeks prior to the bid opening.

The Design Division – Right of Way Section will certify to FHWA, six weeks prior to bid opening that the permanent and temporary right of way has been acquired and is free of encroachments. They must also certify that all individuals and families have been relocated to decent, safe and sanitary housing, or have been offered adequate replacement housing in accordance with current FHWA directives covering the administration of the Highway Relocation Assistance Program. The Right of Way Section will submit one original copy of the certification to the Programming Section of the Planning and Programming Division for inclusion with the original plan sheets.

The milestone actual end date represents the date that the last property owner signs the right of way acquisition documents for property being acquired or condemned.

64. Appraisal (RWAPP). This work is identified in Section II of the Right of Way Manual. The Design Division – Right of Way Section will provide preliminary cost estimates for all permanent and temporary right of way parcels. The right of way plats and preliminary parcel cost estimates are submitted to the FHWA as part of the request for right of way authorization to appraise and negotiate. The Right of Way Section, or its consultant, will then commence with the appraisals of the right of way parcels. All consultant prepared appraisals shall be completed by a qualified fee appraiser and need to be reviewed by the Right of Way Section, Review Appraiser.

No appraisals are required if: 1) The property owner agrees to donate and waives their right to an appraisal; or 2) the property owner accepts the State's minimum payment of $150 for all temporary easement parcels and $300 for all permanent right of way parcels and waives their right to an appraisal.

The milestone actual end date represents the date that the last appraisal has been completed.

65. Right of Way Authorization (RWAUT). Upon completion of a right of way cost estimate by the Design Division – Right of Way Section, or its consultant, the Right of Way Section will obtain

authorization from FHWA to commence with appraisals, acquisition of right of way, and relocation assistance if necessary.

The milestone actual end date represents the date that authorization has been obtained from FHWA.

66. Borrow (RWBOR). This work is identified in Section III of the Right of Way Manual and Section II-04.02 of the Design Manual. The Design Division – Right of Way Section or its consultant will acquire borrow options for additional borrow material needed for the project, utilizing the NDDOT borrow option agreement form. The Design Division -Cultural Resource Section will provide Section 106 Compliance for proposed borrow site locations.

The milestone actual end date represents the date that the Borrow has been obtained and Section 106 Compliance in completed.

67. Right of Way Encroachments (RWENC). This work is identified in NDDOT Policy Memorandum VIII 1-6. The District Engineers are responsible for the elimination of unauthorized encroachments and control of authorized encroachments within their districts. The Districts will conduct a right of way encroachment survey and arrange for removal or permit of encroachments. At the recommendation of the District Engineer, the Design Division - Right of Way Section will request the necessary approval from FHWA for any permitted encroachments. The designer or PCR author will provide the District and Right of Way Section with exhibits detailing encroachments for review and recommendations. Encroachments will be included and discussed in the project concept report.

This milestone actual end date represents the completion survey and identification of encroachments. The agreements for removal or permit of encroachments must be obtained prior to certification of right of way.

68. Mailboxes (RWMLB). The Design Division – Right of Way Section will process mailbox notices to the affected postmasters, informing them that the state will be replacing the existing mailbox support with a new crash tested support. The Design Division – Right of Way Section will inform the lead designer of the amount of mailboxes that will be affected.
The milestone actual end date represents the date that the postmasters and lead designer have been notified.

69. Right of Way Plats (RWPLA). This work is identified in Section VIII of the Right of Way Manual. The Design Division – Surveys and Photogrammetry Section, or its consultant, will prepare the right of way plats and legal descriptions of the right of way parcels.

The final approved Right of Way Plats are recorded with the County Recorder after the certification of right of way negotiations. A foil copy and electronic copy of the recorded right of way plats shall be submitted to the Design Division – Surveys and Photogrammetry Section.

The milestone actual end date represents the date that the right of way plats have been completed and submitted to the designer.

70. Relocation Assistance (RWREL). This work is identified in Section IX of the Right of Way Manual. All relocation assistance shall comply with 49 CFR Part 24 and FHWA's current edition of the Real Estate Acquisition Guide for Local Public Agencies, Publication FHWA-PD-93-027. No lawful occupant shall be required to move unless they have received at least 90 days advanced written notice from the date the written appraisal offer was made. The 90 Day Relocation Notices will include expiration dates.

The milestone actual end date represents the date that anything that was required to be relocated has been relocated off of the right of way.

71. Section 4F Evaluation (SEC4F). This work is identified in Section II-05.05.02 and II-05.05.03 of the Design Manual. Section 4(f) refers to part of the 1966 U.S. Department of Transportation Act, which gave specific protection to certain classes of public properties. These lands include public parks, recreation areas, wildlife and waterfowl refuges, and most Historic Properties (i.e., cultural resources eligible for the National Register of Historic Places).

Whenever a project involves such properties, a Section 4(f) document must be prepared for each location before the land use is approved. The 4(f) document shows that the provisions of the law are met. The designer or PCR author should coordinate the need and preparation of Section 4(f) documentation with the Engineering and Environmental Section.

The milestone actual end date represents the date that the Section 4(f) Evaluation is complete.

72. Solicitation of Views (SOLVW). This work is identified in Section II-04.01 of the Design Manual. The designer of PCR author will conduct solicitation of views by letter to agencies, associations, or officials that may have an interest in the proposed improvements. A copy of the letters used, mailing list, and comments received should be incorporated into the project concept report as an appendix. The original letters and responses should be stored in FileNet.

The milestone actual end date represents the date that the Solicitation of Views letters have been signed and sent out.

73. Sovereign Lands (SOVLD). This work is identified in Section II-05.05.08 of the Design Manual. A Sovereign Lands Permit is needed when a portion of a transportation project lies partially or wholly below the ordinary high water mark of a navigable stream or water.

    The milestone actual end date represents the date that the Sovereign Lands Permits have been obtained.

74. Summation of Public Hearing and Decisions Document (SPHDD). This work is identified in Section II-04.03.07 of the Design Manual. The Summation is prepared after the post hearing meeting and should include the following information: project overview, summary of public hearing, all comments received from the hearing, proposed alternatives, post hearing meeting comments, cost estimate and construction schedule, decisions section, and any other important information. The Summation is used to make all final decisions on the project.

    The milestone actual end date represents the date that the Summation is completed and ready for distribution.

75. Safety Review (SR). This work is identified in Section III-14 and Section II-03.02 of the Design Manual for new or reconstruction projects and in the Manual 90-1 for 3R type projects. The safety review is used to determine the existence and location of roadside obstructions and to propose cost-effective roadside safety improvements for the proposed project. The safety review is conducted by the Design Division - Traffic Section by evaluating the data obtained with ground survey and the 90-1 survey. The recommendations of the safety review should be summarized in the project concept report.

    The milestone actual end date represents the date that the Safety Review has been completed and the designer has been notified.

76. TERO Agreement (TERO). This work is identified in Section III-20.04 of the Design Manual. The Maintenance and Engineering Services Division - Engineering Support Section will provide a TERO agreement for projects that require agreements. The provisions of the agreement are typically incorporated into the project with a special provision. The designer should advise and discuss the need for the TERO Agreement with the Maintenance and Engineering Services Division - Engineering Support Section.

    The designer should begin coordinating with the Engineering Support Section after the project concept report approval and on an on-going basis as the preliminary roadway design becomes available. The TERO agreement must be obtained prior to the plan completion date.

    The milestone actual end date represents the date that the TERO agreement is completed.

77. Transcript of Public Hearing (TPHR). This work is identified in Section II-04.03.05. Prepared after the hearing response time has passed. The transcript contains information about the hearing such as: when and where it was held or a copy of the hearing advertisement, an explanation of the hearing, a copy of any handouts, a list of the exhibits presented, the video script (if video was used), a copy of the roster, a copy of all comments received, and any other information about the meeting. A copy of the transcript is distributed to federal, state, and local officials involved and any member of the public who requested a transcript at the hearing.

    The milestone actual end date represents the date that the transcript is completed and ready for distribution.

78. Traffic Data (TRAFF). This work is identified in Section II-03.03 of the Design Manual. The Planning and Programming Division – Transportation Data Section provides current and forecast traffic volumes, and current and forecast pavement loadings or equivalent single axle loadings (ESALS), for the proposed project. This information is used for traffic operation analysis, to complete safety reviews, and to develop pavement surface thickness recommendations. The traffic data information should be summarized in the project concept report.

    The milestone actual end date represents the date that the Traffic Data has been completed and the mainframe has been updated.

79. Survey Transmittal (TRANS). The completed survey, which includes the original survey books, utility plats, and a CD of the electronic data, will be transmitted (given) by the Surveys and Photogrammetry Section of Design to the Records Management Section of the Information Technology Division. All completed surveys from consultants are sent to Surveys and Photogrammetry Section of Design and are then transmitted through the above process.

    The milestone actual end date represents the date that the completed survey is transmitted to the Records Management Section of the Information Technology Division.

80. Tree Count (TREEC). This work is identified in Section II-03.10 of the Design Manual. The Tree Count activity is to ensure that all projects are reviewed for potential tree impacts. When a project will result in the removal and destruction of trees, those trees which meet certain criteria will be counted and mitigated by the NDDOT.

    The Tree Count will be completed as soon as possible by the District.

The milestone actual end date represents the date that the tree count numbers are received by the Engineering and Environmental Section in Design.

81. Traffic Operations (TRPOS). This work is identified in Section II-03.05 of the Design Manual. The Planning and Programming Division - Traffic Operations Section provides traffic operations analysis and report consisting of lighting, crashes, capacity, traffic control, and recommendations. This information provided in the traffic operations report is included in the project concept report and is used to develop the appropriate scope of work and proposed project improvements.

    The milestone actual end date represents the date that the Traffic Operations report has been completed and the information has been distributed.

82. Utilities Certification (UCERT). This work is identified in Section III-08 of the Design Manual. Certification letters in regard to utility relocations and adjustments must be included with the submission of the original plan sheets. There are various types of letters depending on the type of project. It is the responsibility of the Utility Engineer to submit the appropriate letters to the Programming Section of the Planning and Programming Division. The certification letters must be submitted by the plan completion date.

    The milestone actual end date represents the date that the work identified in Section III-08 of the Design Manual has been completed.

83. Value Engineering (VAENG). The designer will coordinate a Value Engineering (VE) study on Federal-aid highway projects on the NHS with an estimated cost of $25 million or more. Program procedures should provide for the identification of candidate projects for VE studies early in the development of the State's multi-year STIP.

    The milestone actual end date represents the date that the Value Engineering study is completed.

84. Wetland Delineation - Field (WETDF). This work is identified in Section II-03.10 of the Design Manual. Normally wetlands reviews are required on projects that require a safety review and/or grading. Wetland reviews are always necessary if there are proposed improvements that disturb existing ground cover such as slope flattening, culvert extension, widening, and grading. The Design Division – Engineering and Environmental Section will normally provide a wetlands survey, review, and mitigation plan. The designer determines the preliminary impact estimates and final impacts and should coordinate the need for a Section 404 Permit with the Design Division – Engineering and Environmental Section. If the project scope of work changes from that originally proposed in the project milestone, the designer should advise and discuss the proposed changes with the Engineering and Environmental Section.

Wetland Delineation – Field (field delineation) is an onsite wetland delineation. The field delineation will be conducted in accordance with the United States Army Corps of Engineers publication "Corps of Engineers Wetlands Delineation Manual" January 1987 – Final Report (87 Manual). Field delineations will be coordinated and performed by, through, or in coordination with the EES.

This milestone actual end date represents the date of the completion of the field wetland delineation and submittal of preliminary impacts and mitigation measures for the project concept report.

85. Wetland Delineation - Office (WETDO). This work is identified in Section II-03.10 of the Design Manual. Normally wetlands reviews are required on projects that require a safety review and/or grading. Wetland reviews are always necessary if there are proposed improvements that disturb existing ground cover such as slope flattening, culvert extension, widening, and grading. The Design Division – Engineering and Environmental Section will normally provide a wetlands survey, review, and mitigation plan. The designer determines the preliminary impact estimates and final impacts and should coordinate the need for a Section 404 Permit with the Design Division – Engineering and Environmental Section. If the project scope of work changes from that originally proposed in the project milestone, the designer should advise and discuss the proposed changes with the Engineering and Environmental Section.

Wetland Delineation – Office (office delineation) is a wetland delineation using readily available references to determine where wetlands lie within the project area. Unless told otherwise, the environmental document author will be responsible for doing the office delineation. Projects with the type of work as described above potentially impact numerous, relatively small wetlands and result in a cumulative quantity of wetland impacts which are generally small and contained within NDDOT right of way.

This milestone actual end date represents the date of the completion of the office wetland delineation and submittal of preliminary impacts and mitigation measures for the project concept report.

86. Section 106 Compliance (Cultural Resources) (106). This work is identified in Section II-03.11 and Section II-05.05 of the Design Manual. Normally cultural resource reviews are required on projects that require a safety review and/or grading. Cultural resource reviews are always necessary if there are proposed improvements that disturb existing ground cover such as slope flattening, culvert extension, widening, and grading. The Design Division - Cultural Resource Section will normally provide a Section 106 Cultural Resource review and

recommendations to the Engineer for inclusion into the project concept report. The Section 106 Compliance is also required for NDDOT option and contractor option borrow site locations and gravel pit locations. If the project scope of work changes from that originally proposed in the project milestone, the designer should advise and discuss the proposed changes with the Cultural Resource Section.

This milestone actual end date represents the date Section 106 activities have been completed. The Cultural Resource Section is working on Section 106 issues before a date is listed. The comments section includes information on cultural resource review and where we are in the Section 106 process. Contact the Cultural Resource Section if you need to know the anticipated Section 106 completion date.

87. 6 F Process (6FPRO). This work is identified in Section II-05.05.04 of the Design Manual. Section 6(f) refers to a portion of the 1965 Land and Water Conservation Fund Act (L&WCF). This act provides grants to communities to be used for acquiring or improving lands for recreation uses. Transportation projects which acquire land that has received a Section 6(f) grant are considered to be converting the use of the land. When this occurs, replacement lands must be acquired.

Whenever a project involves such properties, a Section 6(f) document must be prepared for each location before the land use is approved. The 6(f) document shows that the provisions of the law are met. The designer or PCR author should coordinate the need and preparation of Section 6(f) documentation with the Engineering and Environmental Section.

The milestone actual end date represents the date that the Section 6(f) process is complete.

II-02.03 Adding Activities/Tasks or Revising Projected Completion Dates

Bid opening and authorization dates are revised by Planning and Programming Division when a new bid opening schedule is published.

Activities are added and deleted by the Milestone Committee.

Dates for other activities are revised by the Milestone Committee.

II-02.04 Entering Completion Dates for Activities/Tasks

The designer, technical support person or responsible division/district enters the actual end (completion) dates for the milestone activities. The milestone team sets the projected actual end dates and revises the projected actual end dates as required.